

**IMB TRACING® Application**  
**U.S. Postal Service**  
 CONFIDENTIAL INFORMATION

**Instructions:** Please provide all the information requested, sign and submit this application by mail, fax, or e-mail:

<b>Mail</b>	USPS NATIONAL CUSTOMER SUPPORT CENTER ATTN: IMb Tracing 225 N. Humphreys Blvd. Ste 501 MEMPHIS TN 38188-1001
<b>Fax</b>	901-681-4521
<b>E-mail</b>	IMbTracing@usps.gov

Please notify the NCSC in Memphis, Tennessee, immediately when any of the information provided below changes in the future. Failure to do so may result in interruption of access to or loss of mailing data.

Please submit one application per Subscription (not per registered Mailer ID) that you wish to register.

\* Asterisks indicate required fields

**Part I. General Information**

\*1. Company Name \_\_\_\_\_

**Part II. Contact Information**

**\*1.A Primary Contact Information (MID Owner)**  
*This is typically the primary user of IMB TRACING® data for your company*

- \* First Name \_\_\_\_\_
- \* Last Name \_\_\_\_\_
- Title \_\_\_\_\_
- \* Address 1 \_\_\_\_\_
- Address 2 \_\_\_\_\_
- \* City \_\_\_\_\_
- \* State \_\_\_\_\_
- \* ZIP Code \_\_\_\_\_
- \* Phone Number \_\_\_\_\_
- \* Fax Number \_\_\_\_\_
- \* E-Mail \_\_\_\_\_

Should this contact receive Account Notifications?  
 \_\_\_ Yes \_\_\_ No

*\*If utilizing a 3<sup>rd</sup> party service provider to receive your data, please provide contact information:*

**1.B Primary Contact Information for 3<sup>rd</sup> Party Service Provider**

- \* First Name \_\_\_\_\_
- \* Last Name \_\_\_\_\_
- Title \_\_\_\_\_
- \* Company \_\_\_\_\_
- \* Address 1 \_\_\_\_\_
- Address 2 \_\_\_\_\_
- \* City \_\_\_\_\_
- \* State \_\_\_\_\_
- \* ZIP Code \_\_\_\_\_
- \* Phone Number \_\_\_\_\_
- \* Fax Number \_\_\_\_\_
- \* E-Mail \_\_\_\_\_

Should this contact receive Account Notifications?  
 \_\_\_ Yes \_\_\_ No



6. **For use with Origin mailings only** (Service Type ID's 050, 051, or 052) Enter up to 200 separate 9- or 11-digit ZIP codes that your IMB TRACING® return mail pieces will be mailed to:

1	41	81	121	161
2	42	82	122	162
3	43	83	123	163
4	44	84	124	164
5	45	85	125	165
6	46	86	126	166
7	47	87	127	167
8	48	88	128	168
9	49	89	129	169
10	50	90	130	170
11	51	91	131	171
12	52	92	132	172
13	53	93	133	173
14	54	94	134	174
15	55	95	135	175
16	56	96	136	176
17	57	97	137	177
18	58	98	138	178
19	59	99	139	179
20	60	100	140	180
21	61	101	141	181
22	62	102	142	182
23	63	103	143	183
24	64	104	144	184
25	65	105	145	185
26	66	106	146	186
27	67	107	147	187
28	68	108	148	188
29	69	109	149	189
30	70	110	150	190
31	71	111	151	191
32	72	112	152	192
33	73	113	153	193
34	74	114	154	194
35	75	115	155	195
36	76	116	156	196
37	77	117	157	197
38	78	118	158	198
39	79	119	159	199
40	80	120	160	200

## Part III. Technical Information

- \* 1. How would you like to receive your data?  
\_\_\_\_ Via FTP transmissions from the IMB TRACING® system to your FTP server.  
\_\_\_\_ Via user activated downloads from the <https://mailtracking.usps.com> website.  
(Recommended only for low volume users). *Skip to Part IV if you checked this.*
- \* 2. Name of your FTP server \_\_\_\_\_  
OR  
IP address of your FTP server \_\_\_\_\_
- \* 3. Pathname of Directory where your data should be placed \_\_\_\_\_
- \* 4. Should your downloads be compressed? \_\_\_ Yes \_\_\_ No
- \* 5. Login ID (if required) \_\_\_\_\_
- \* 6. Password (if required) \_\_\_\_\_

*Note: Please ask your IT group to notify NCSC Memphis if any of the technical information you have provided should change. Your data transmissions may be affected if the information is not current.*

## Part IV. Terms and Conditions

### General

Any use of the IMB TRACING® system or data shall be subject to all applicable rules, regulations, and orders of the USPS, including any future changes to such rules, regulations, and orders, and such additional terms and conditions as may be determined in accordance with applicable law. The USPS rules, regulations and orders shall prevail in the event of any conflict with any other terms and conditions applicable to any permitted access to or use of IMb™ Tracing.

All access to data on the IMB TRACING® system will be terminated upon subscription expiration. All scheduled downloads will be terminated upon subscription expiration. The subscriber's access to the <https://mailtracking.usps.com> web site pages for downloading data will be terminated, upon subscription expiration. Any scan data captured by the system will continue to accumulate (subject to the 7 day data retention period) pending renewal of the subscription. Upon subscription renewal, any data available will be downloaded at the next scheduled download time and will be made available on the web site. Twelve weeks after the expiration of a subscription, all subscriber information is purged.

### Trademark Notices

IMB TRACING® is a registered trademark of the United States Postal Service and may not be used without its expressed permission.

### Use of Information

Information and data derived from IMB TRACING® that pertain to individual subscribers are considered property of the subscriber and the Postal Service. Such information is treated as confidential, and restricted to internal distribution within the Postal Service only on the basis of a need to know. The Postal Service will not make such information publicly available, without prior written consent of the subscriber, unless required by law. Data and information derived from IMB TRACING® that pertains to more than one subscriber may be aggregated, without identifying it with any particular subscriber. Such aggregated data and information may be used by the Postal Service internally or disclosed as permitted by law as the need arises.

Any unauthorized use or disclosure of confidential information by either the Applicant or the United States Postal Service may entitle the other to relief as provided by applicable laws.

### **Assignment/Designation**

With written authorization, the subscriber (MID owner) can assign or designate a 3<sup>rd</sup> Party service provider, to act on their behalf, when establishing & maintaining IMB TRACING® and when obtaining information and data deriving from IMB TRACING®

### **Passwords**

USPS will provide Subscriber with password(s) to access IMB TRACING® for the sole purpose of exchanging mailing information and viewing standard documentation on-line.

### **Denial of Access**

USPS retains the right to deny access to a User if the User has breached any IMB TRACING® obligations. USPS may also deny access to a User if he or she has a history of breaching security on other information systems.

### **Users List**

USPS maintains a list of Users that have access to IMB TRACING®. The Privacy Act statement regarding USPS' use of this list is attached as Appendix A.

Subscriber must maintain a current list of Users with access to IMB TRACING®. This list must include each User's log-on ID. Subscriber is responsible for promptly providing written or email notification to the USPS Help Desk of any changes in Subscriber's personnel with access to IMB TRACING®, including but not limited to notification of any termination of employment of a User with access to IMB TRACING®, and deactivating its User's log-on ID.

### **Monitoring**

The Postal Service reserves the right to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

### **Subscriber Responsibility**

Subscriber must ensure that its Users use IMB TRACING® responsibly and Subscriber must provide its Users with copies of the User Responsibility Agreement Statement, attached as Appendix B.

### **Login ID Sharing Prohibited**

Anyone who is provided your Login ID and Password could, inadvertently or otherwise, disrupt the transmission of data or otherwise adversely affect your IMB TRACING® service. Personnel with login access to your subscription data on the IMB TRACING® web site will have access to your data and account administration features. The sharing of Login IDs with some of your customers could compromise the security of your other customers' data. Any sharing of Login IDs is prohibited, and the United States Postal Service will not be responsible for any actions resulting from the sharing of Login IDs.

### **Terminate Session**

Subscriber must require its Users to terminate IMB TRACING® sessions each time the Users leave their workstations and to abide by any other security measures the USPS may require.

### **Restrict Access**

Subscriber must ensure that access to IMB TRACING® is restricted to only those Users who require access to IMB TRACING® in the performance of their duties.

### **Security Violations**

If the Subscriber learns of any breach of security, misuse of passwords, unauthorized access, or violation of security procedures by any of its Users, Subscriber shall promptly provide written or email notification to the USPS Help Desk.

### **Unauthorized Attempt**

Subscriber is responsible for any User who has access to an IMB TRACING® computer, and for any unauthorized attempts to upload or change information, or otherwise cause damage to USPS.

### **Mail Tracking & Reporting Sign Up**

All personnel in your company that want to obtain access to the Mail Tracking & Reporting web site <https://mailtracking.usps.com> are required to sign up before logging onto the web site. You can register to access the web site by clicking the Sign Up button on the Mail Tracking & Reporting landing page where you can complete a User Profile form and search for the business with which the user is associated. If your business is not already registered with USPS, complete a new company profile. The NCSC will review the information and notify you of your website logon, if approved.

### **Confidentiality**

Subscriber acknowledges that there are inherent risks in the electronic transmission of data. The USPS is not liable for any unauthorized access, disclosure or dissemination of Subscriber's information.

### **Disclaimer**

IMB TRACING® is provided to the subscriber on an "as is, as available" basis. The Postal Service makes no representations, guarantees, or warranties regarding the accuracy, completeness, or reliability of any data or information provided through IMb™ Tracing.

The delivery of the IMB TRACING® mailpiece scan data is dependent upon the quality of the barcode structure and the accuracy of the data elements within the barcode.

### **Limitation of Liability**

Except as otherwise expressly provided under the Federal Tort Claims Act (28 U.S.C. §§ 2671 et. seq.), the United States Postal Service is not liable for any loss or damage resulting from the use of, or reliance on, data or information provided through subscription to IMb™ Tracing, or for any delay, omissions, or errors in the electronic transmission or receipt of any data or information provided through subscription to IMb™ Tracing. This limitation applies to loss or damage arising out of allegations of breach of contract, tort, or any other theory of liability.

**Termination**

The United States Postal Service reserves the right to terminate the Applicant’s participation in the IMB TRACING® service, upon 10 days written notification, (1) for failure of the Applicant to adhere to any of the terms and conditions set out above; (2) if Applicant’s barcodes fail to meet all applicable criteria for IMb™ Tracing; or (3) in the event of a material change in the nature and circumstances of the IMB TRACING® service.

**Severability**

Any provision of this Agreement that is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such remaining provisions.

**Entire Agreement**

This Agreement and the Appendix constitute the complete agreement of the parties relating to IMB TRACING® and supersede all prior representations or agreements, whether oral or written, with respect to the matters contained herein. No oral modifications or waiver of any of the provisions of this Agreement shall be binding on either party. This Agreement is for the benefit of, and shall be binding upon, the parties and their respective successors and assigns. In the event of any conflict between the terms of this Agreement and the rules, regulations, or orders of the USPS, the rules, regulations, or orders of the USPS will control.

**Force Majeure**

Neither Subscriber or USPS shall be liable to the other party for any failure to perform its obligations in connection with any IMB TRACING® transaction, where such failure results from any act of God or other cause beyond such party’s reasonable control (including, without limitation, any mechanical, electronic or communications failure) which prevents Subscriber or USPS from transmitting or receiving any IMB TRACING® information.

**MID Owner Signature**

By signing this application I accept the terms and conditions set forth in this application. I hereby certify that all information furnished on this form is accurate, truthful, and complete, and I understand that anyone who furnishes false or misleading information on this form or who omits information required on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Signer (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX A: Privacy Act**

Privacy Act Statement: The information you provide will be used to assign computer logon IDs by which access to data and/or files on computer systems is limited to authorized persons through the use of computer security access control products. Collection is authorized by 39 U.S.C. 401, 403, 404. Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

**APPENDIX B: User Responsibility Agreement Statement**

**User Responsibility Agreement Statement:** I am responsible for the Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. Access to computer data or files not authorized to me is prohibited. My logon ID may be suspended indefinitely if I violate security procedures. Misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the U.S. Postal Inspection Service. The Postal Service reserves the right to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Read Privacy Act Statement before signing. Note: Privacy Act Statement MUST be on this form.

I certify that I have read and understand the foregoing.

MID Owner (Please Print) \_\_\_\_\_

MID Owner Signature \_\_\_\_\_ Date \_\_\_\_\_